WESS

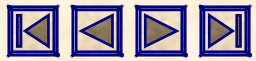
Module 2

AVIATION SPECIFIC GUIDANCE

WESS Aviation Reporting Module

This module is intended to help the user navigate through some of the ‘gotchas’ of the Aviation specific input screens, and will get you through the person/aircraft info screens. Follow on modules will guide you through the rest of the info input screens. (entering causal factors, and creating your routing and endorsement chains).

This is NOT a page-by-page input guidance. Input is as directed in other WESS user’s guide modules.



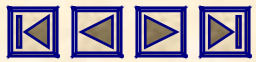
WESS Aviation Reporting Module

- **Items marked with an asterisk (*) require entry before moving on to the next page. However, there are a number of fields that are not marked with an asterisk, that are required before hitting the "Release" button at the end of the application. This is because the asterisked items require entry to take you down a specific path. Some items that are not marked as such may be required for end of report validation. This will be explained further in a later slide.**

- You may navigate around the application by using the tree on the left side – It works much the same as Microsoft Windows Explorer "trees".

- Attempt to enter all of the data that you can. Most fields have an "unknown", "other", "none", or "N/A" value that will suffice.

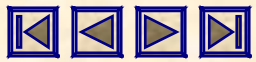
- A 'Help' button is available on each page to describe contents/definitions shown on that page.



- Finally, the next several slides will walk you through and

Modules of the Users Guide

- Part 1: Aviation WESS overview
- Part 2: Data entry up through Aircraft and Personnel data
- Part 3: Entering Human related causal factors, recommendations, and CO's comments
- Part 4: Entering Material related causal factors, recommendations, and CO's comments
- Part 5: Validation, Entering the Chop Chain and Endorsement Chain, and selecting Communities of Interest (CADs)
- Part 6: How to create a template report
- Part 7: How to endorse a Hazrep



Some Hyperlinks...

Click here to learn how to get your Hazrep started

Click here to get a hint about using the Drop Down Menus

Click here to find out about Location data entry screens

Click here to learn how to share Hazrep data entry duties with another person

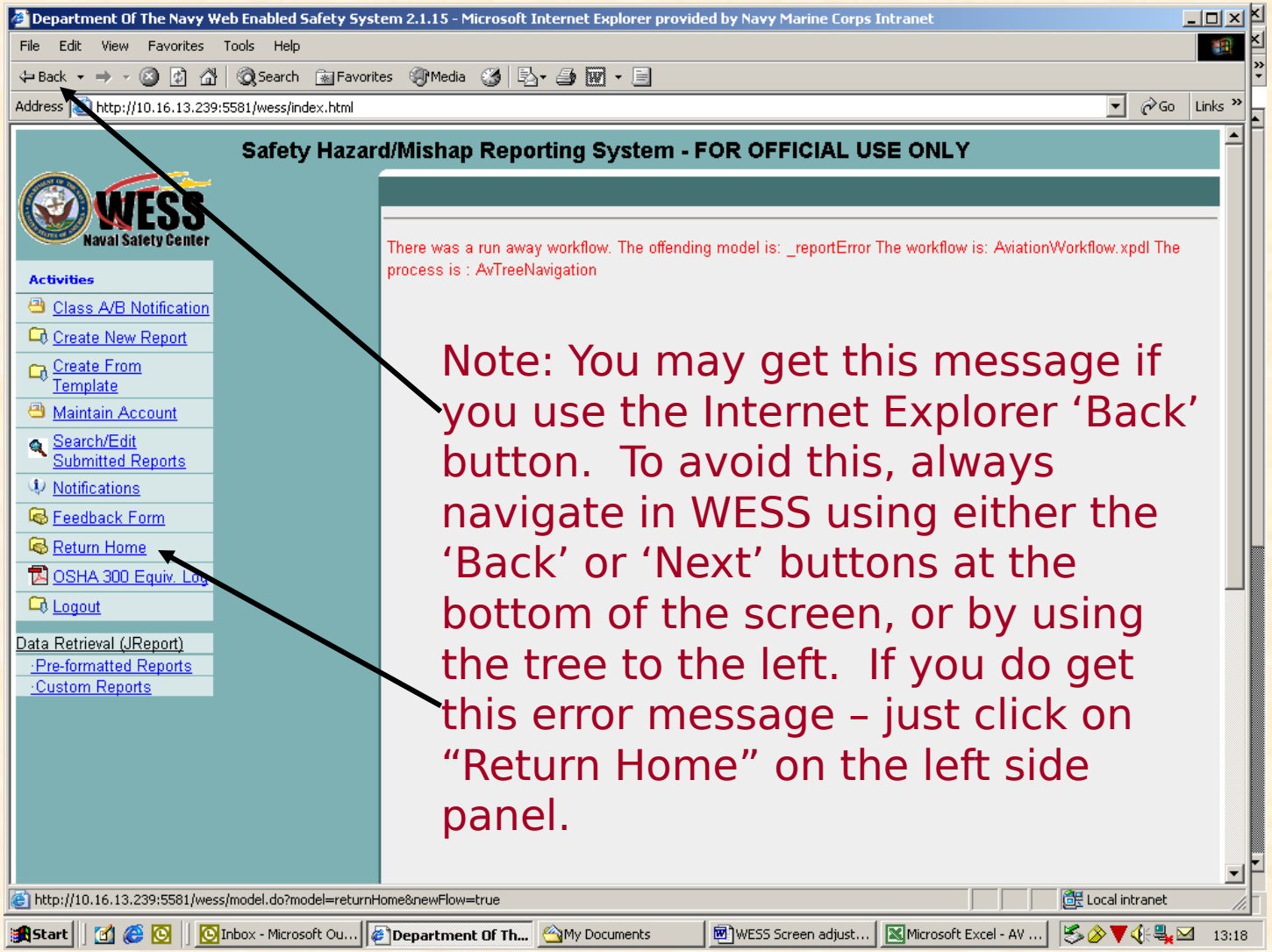
Click here to learn about entering Aircraft info

Click here to learn about entering Personnel data

Click here to learn about using the Navigation Tree to move within the report

Or you can just go page-by-page through this module.

Error Messages


Department Of The Navy Web Enabled Safety System 2.1.15 - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://10.16.13.239:5581/wess/index.html
Go Links
Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
There was a run away workflow. The offending model is: _reportError The workflow is: AviationWorkflow.xpdl The process is : AvTreeNavigation
Note: You may get this message if you use the Internet Explorer 'Back' button. To avoid this, always navigate in WESS using either the 'Back' or 'Next' buttons at the bottom of the screen, or by using the tree to the left. If you do get this error message – just click on "Return Home" on the left side panel.
http://10.16.13.239:5581/wess/model.do?model=returnHome&newFlow=true
Local intranet
Start
Inbox - Microsoft Ou...
Department Of Th...
My Documents
WESS Screen adjust...
Microsoft Excel - AV ...
13:18

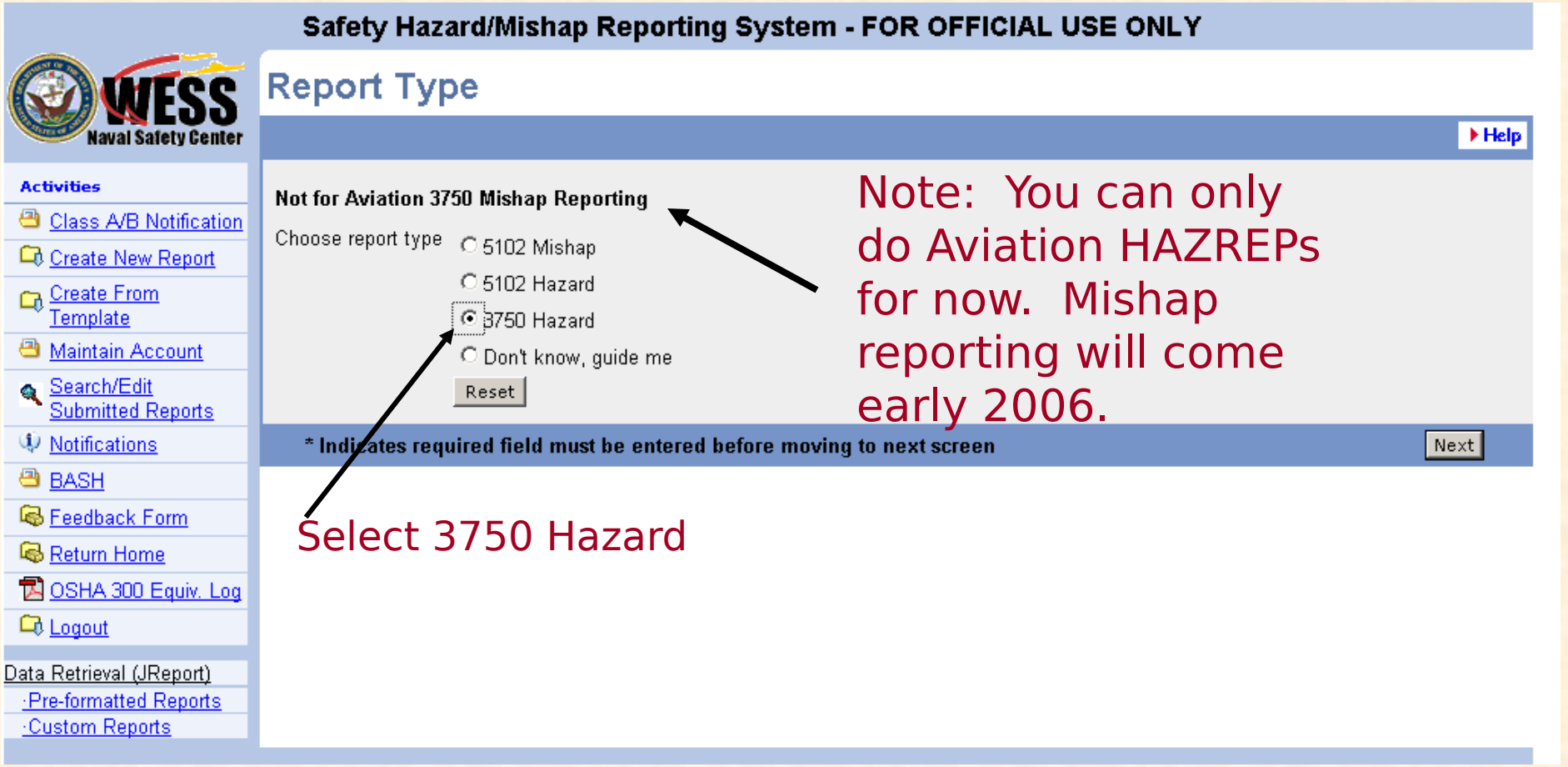
Getting Started

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
The information contained in this site is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
BASH
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
Not for Aviation 3750 Mishap Reporting
Your Existing Reports -
My Draft Reports (1)
Edit Submitted Reports (0)
Shared Reports (0)
Rejected by Routing Chain (0)
Rejected by NAVSAFECEN (0)
Routed for My Review (0)
Endorsements Needed (?)
Help
My Draft Reports
Delete
Serl#
Date
Description
1115836431389 2 May 2005
pilot LOC due to g forces

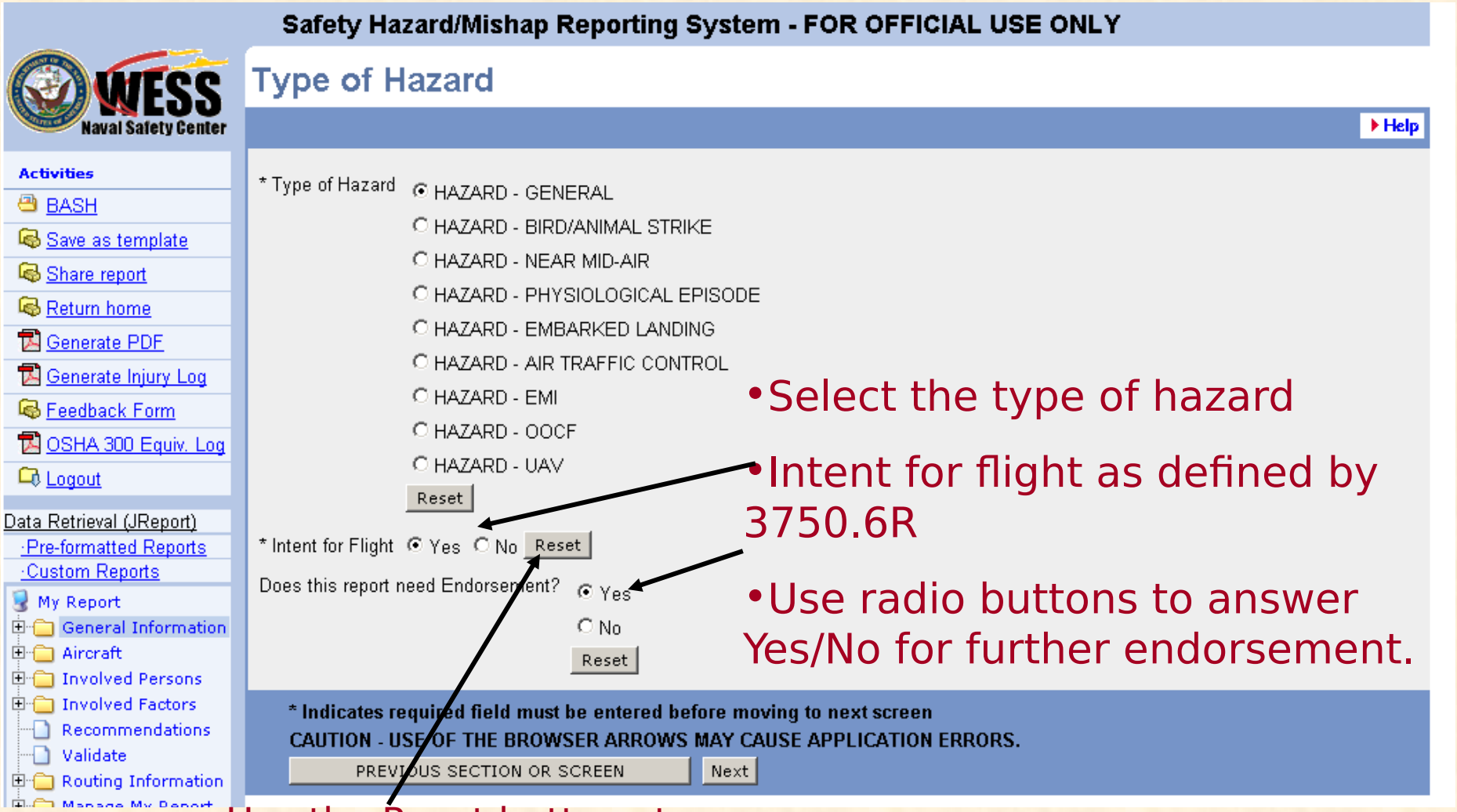
So, your CO told you to send a HAZREP. You've gotten yourself logged in to WESS and need to get started.

Select 'Create New Report' from the menu on the left, and you're on your way.

Screen 2


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Report Type
Help
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
BASH
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
Not for Aviation 3750 Mishap Reporting
Choose report type
5102 Mishap
5102 Hazard
3750 Hazard
Don't know, guide me
Reset
* Indicates required field must be entered before moving to next screen
Next
Note: You can only do Aviation HAZREPs for now. Mishap reporting will come early 2006.
Select 3750 Hazard

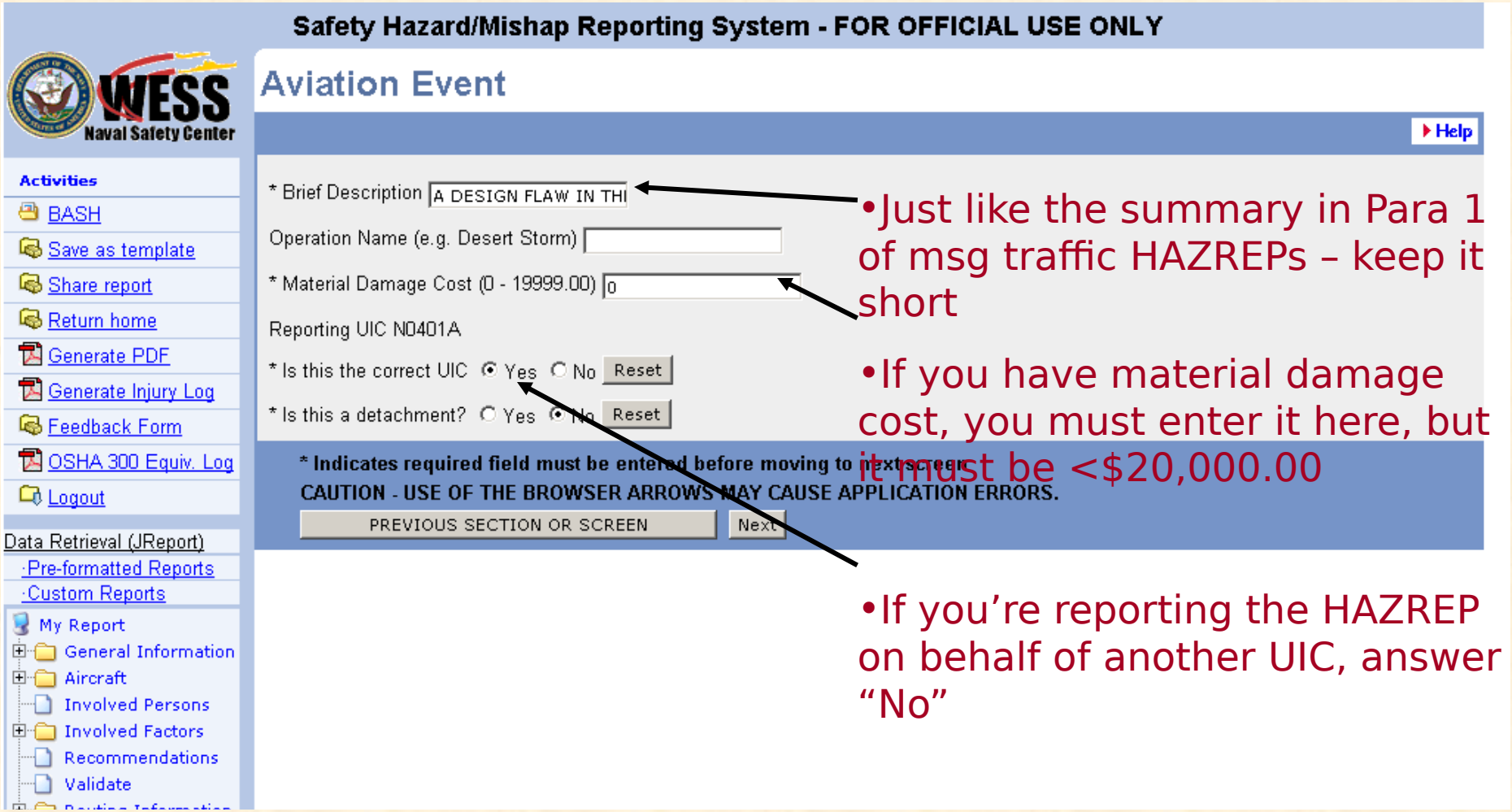
Select Your HAZREP Flavor



- Select the type of hazard
- Intent for flight as defined by 3750.6R
- Use radio buttons to answer Yes/No for further endorsement.

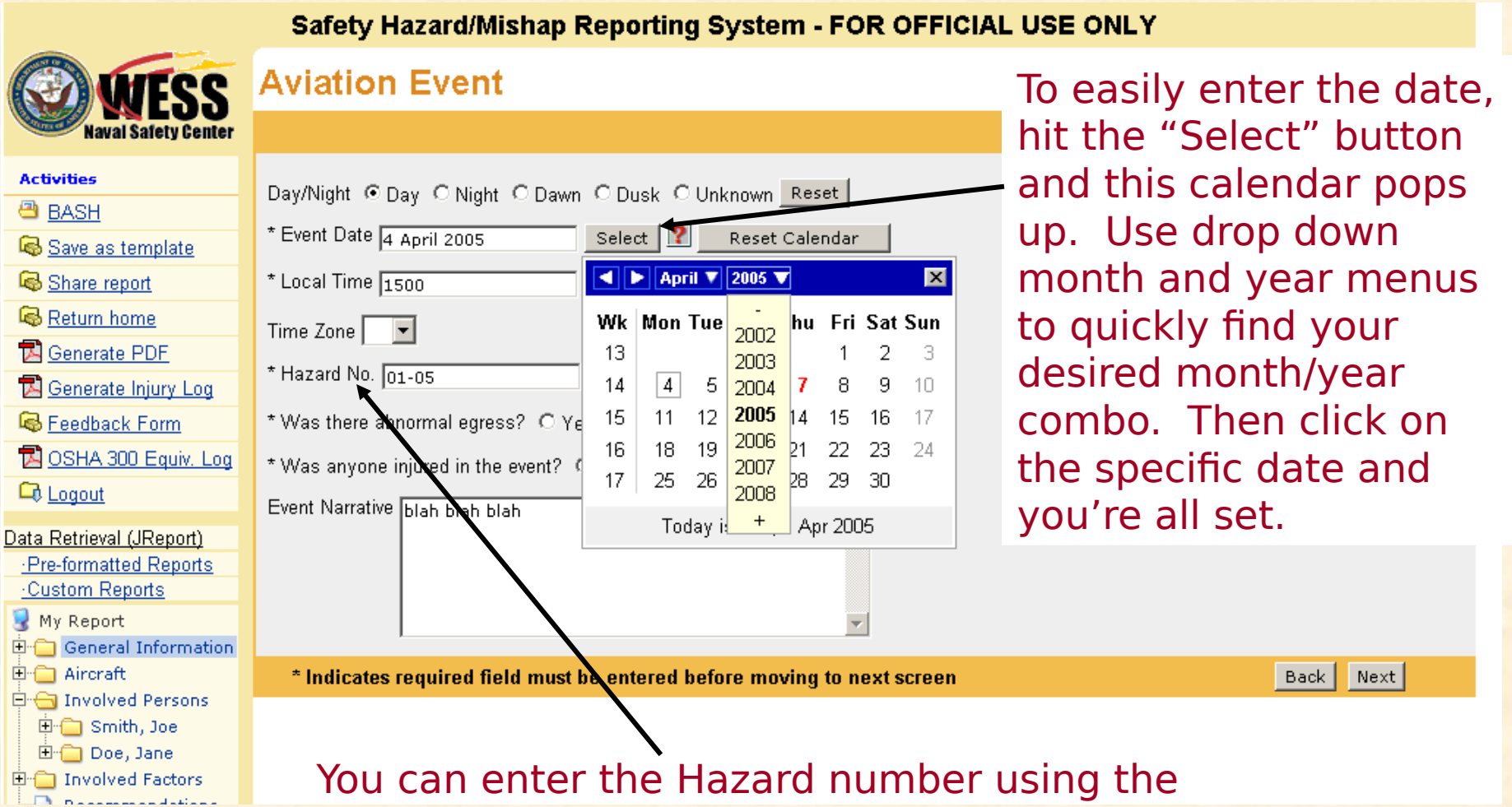
Use the Reset buttons to completely erase a selection you made for a single question

Event Reporting



- Just like the summary in Para 1 of msg traffic HAZREPs – keep it short
- If you have material damage cost, you must enter it here, but it must be <$20,000.00
- If you're reporting the HAZREP on behalf of another UIC, answer "No"

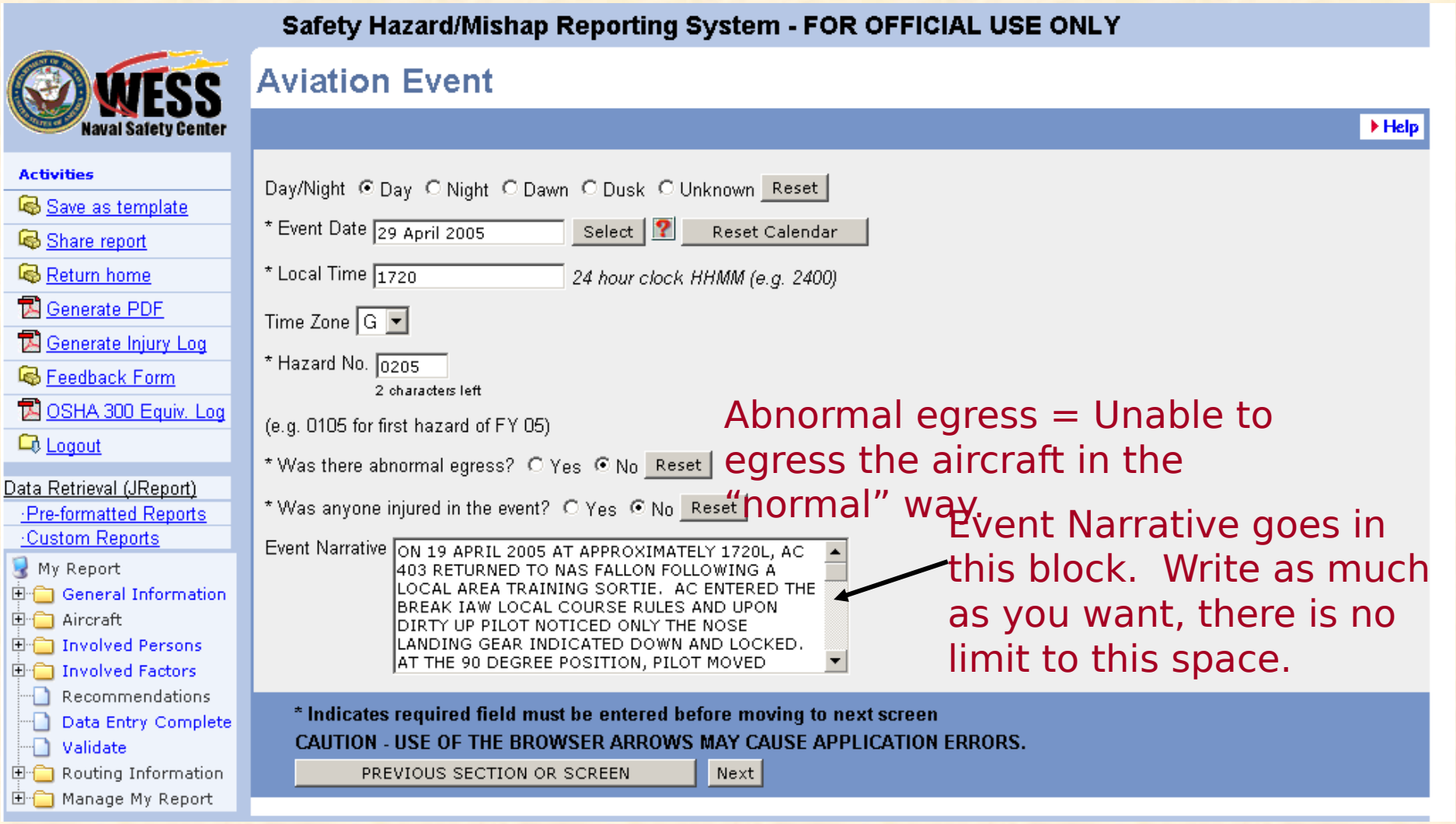
Making Data Entry Easier



To easily enter the date, hit the “Select” button and this calendar pops up. Use drop down month and year menus to quickly find your desired month/year combo. Then click on the specific date and you’re all set.

You can enter the Hazard number using the traditional XX-FY format or using the format WESS suggests. It’s up to you to select your tracking method.

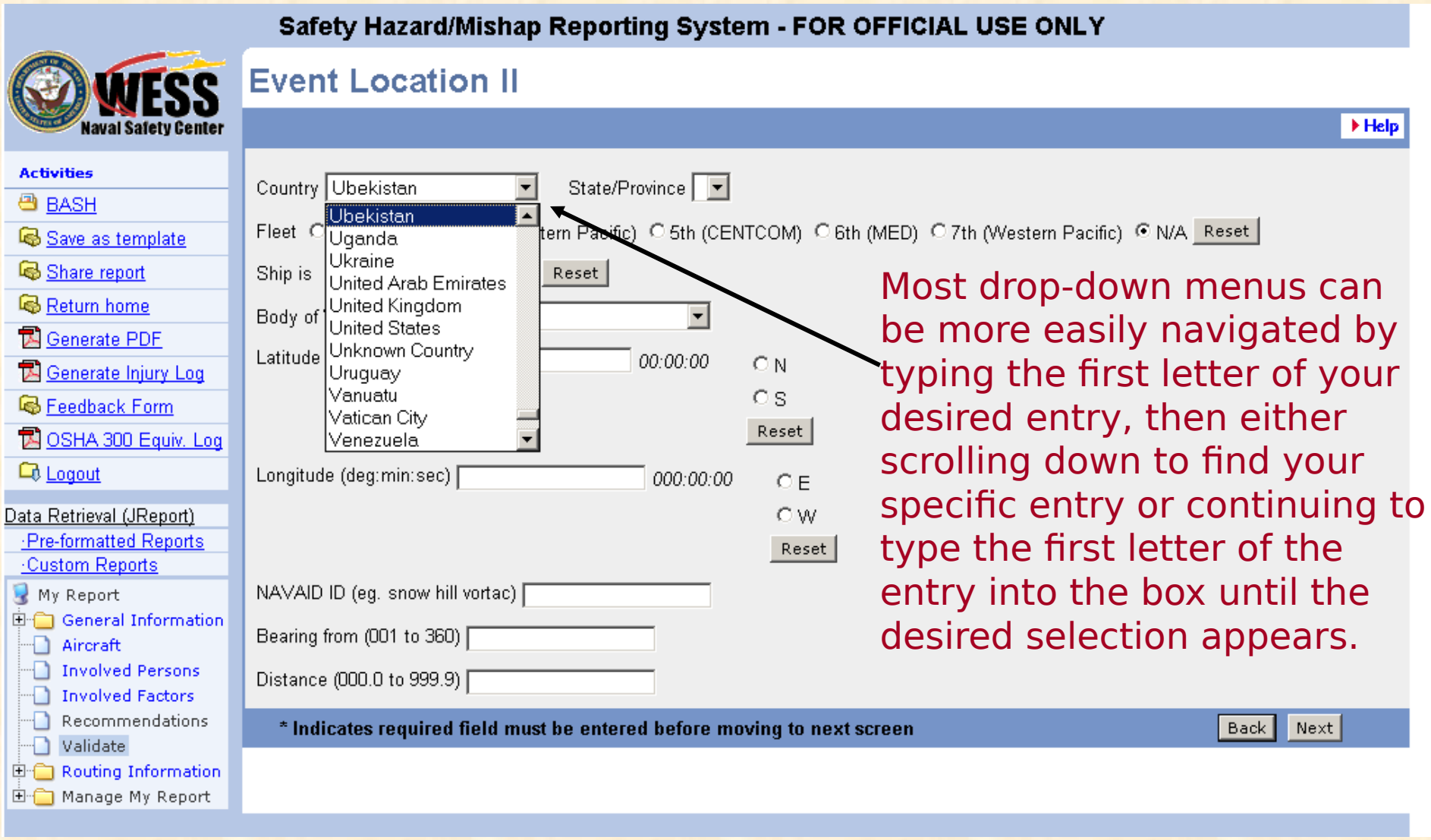
What about the Narrative?


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Aviation Event
Help
Activities
Save as template
Share report
Return home
Generate PDF
Generate Injury Log
Feedback Form
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
Pre-formatted Reports
Custom Reports
My Report
General Information
Aircraft
Involved Persons
Involved Factors
Recommendations
Data Entry Complete
Validate
Routing Information
Manage My Report
Day/Night Day Night Dawn Dusk Unknown Reset
* Event Date 29 April 2005 Select Reset Calendar
* Local Time 1720 24 hour clock HHMM (e.g. 2400)
Time Zone G
* Hazard No. 0205
2 characters left
(e.g. 0105 for first hazard of FY 05)
* Was there abnormal egress? Yes No Reset
* Was anyone injured in the event? Yes No Reset
Event Narrative
ON 19 APRIL 2005 AT APPROXIMATELY 1720L, AC 403 RETURNED TO NAS FALLON FOLLOWING A LOCAL AREA TRAINING SORTIE. AC ENTERED THE BREAK IAW LOCAL COURSE RULES AND UPON DIRTY UP PILOT NOTICED ONLY THE NOSE LANDING GEAR INDICATED DOWN AND LOCKED. AT THE 90 DEGREE POSITION, PILOT MOVED
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
PREVIOUS SECTION OR SCREEN
Next

Abnormal egress = Unable to egress the aircraft in the "normal" way.

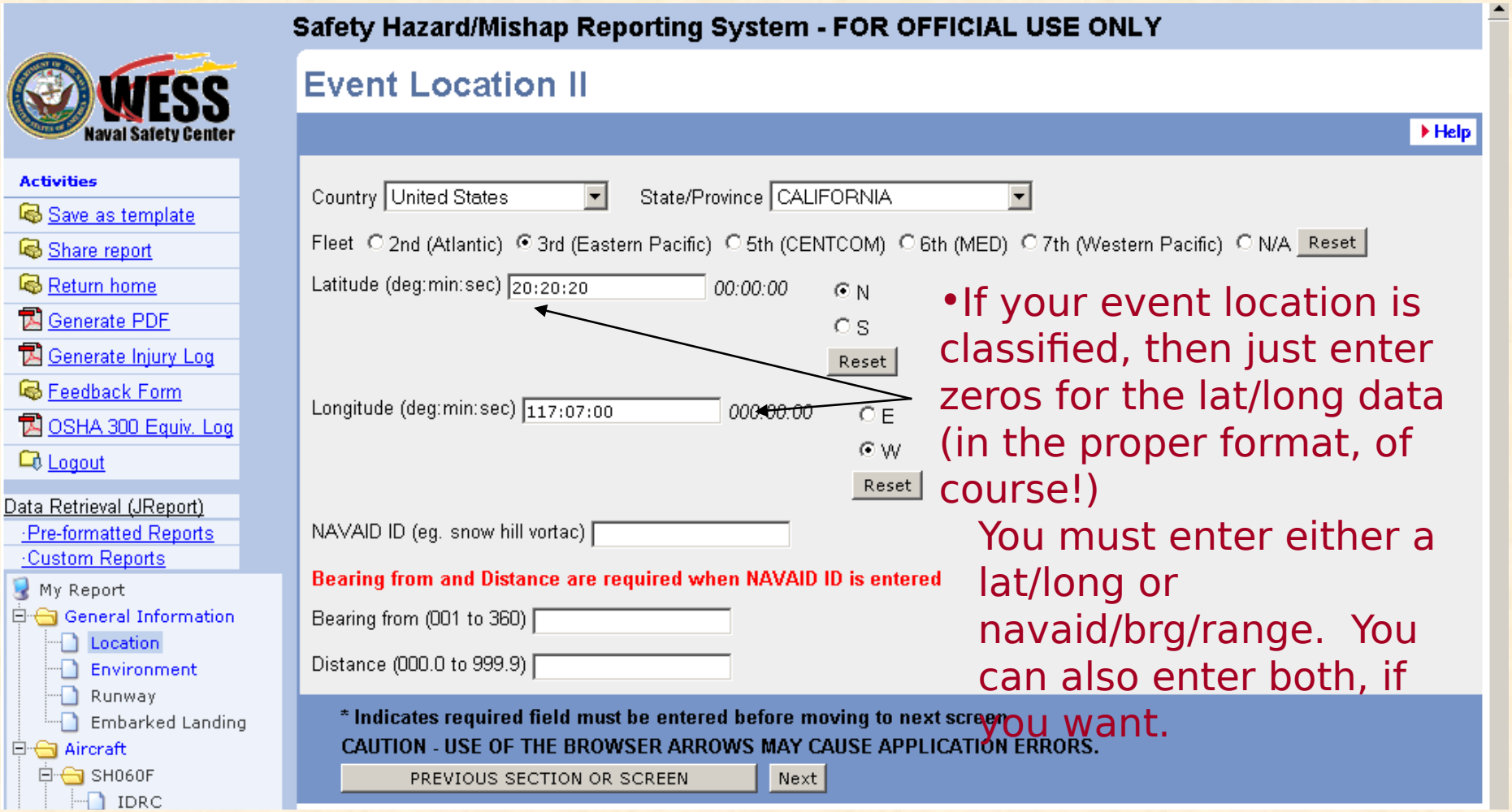
Event Narrative goes in this block. Write as much as you want, there is no limit to this space.

Navigating Drop-Down Menus



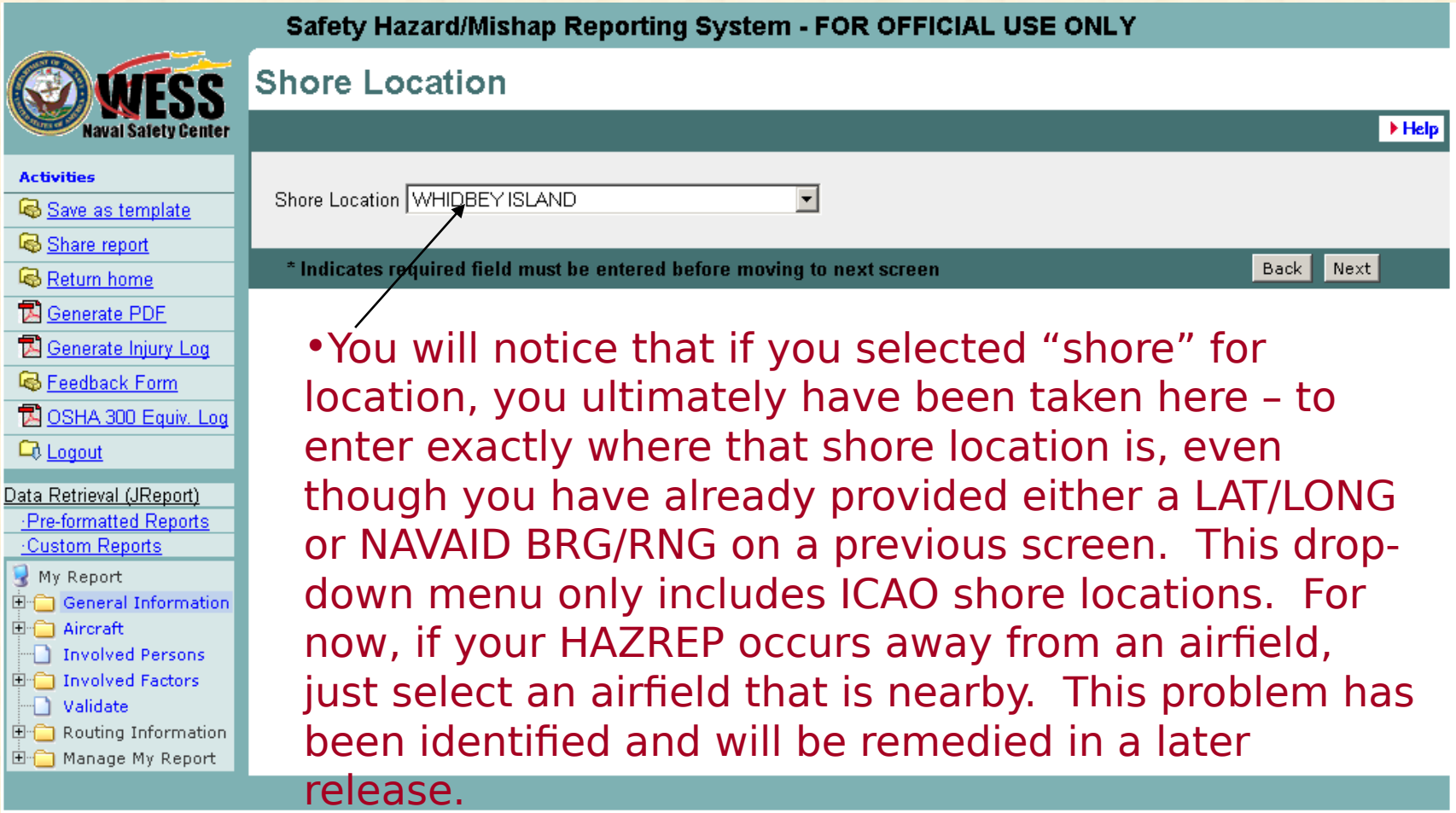
Most drop-down menus can be more easily navigated by typing the first letter of your desired entry, then either scrolling down to find your specific entry or continuing to type the first letter of the entry into the box until the desired selection appears.

Event Location



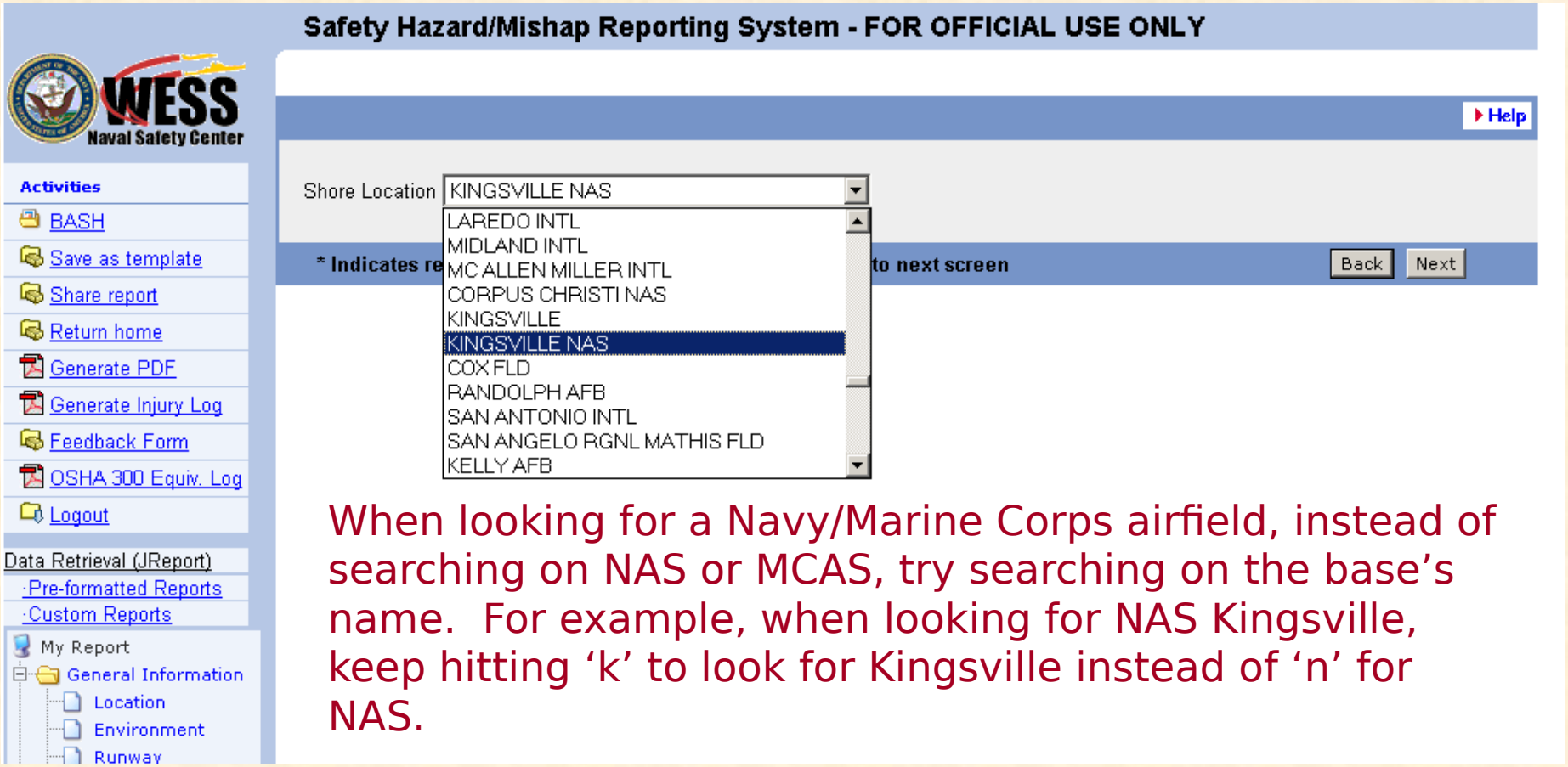
- If your event location is classified, then just enter zeros for the lat/long data (in the proper format, of course!)
  - You must enter either a lat/long or navaid/brg/range. You can also enter both, if you want.

LOCATION ANOMALY



- You will notice that if you selected "shore" for location, you ultimately have been taken here – to enter exactly where that shore location is, even though you have already provided either a LAT/LONG or NAVAID BRG/RNG on a previous screen. This drop-down menu only includes ICAO shore locations. For now, if your HAZREP occurs away from an airfield, just select an airfield that is nearby. This problem has been identified and will be remedied in a later release.

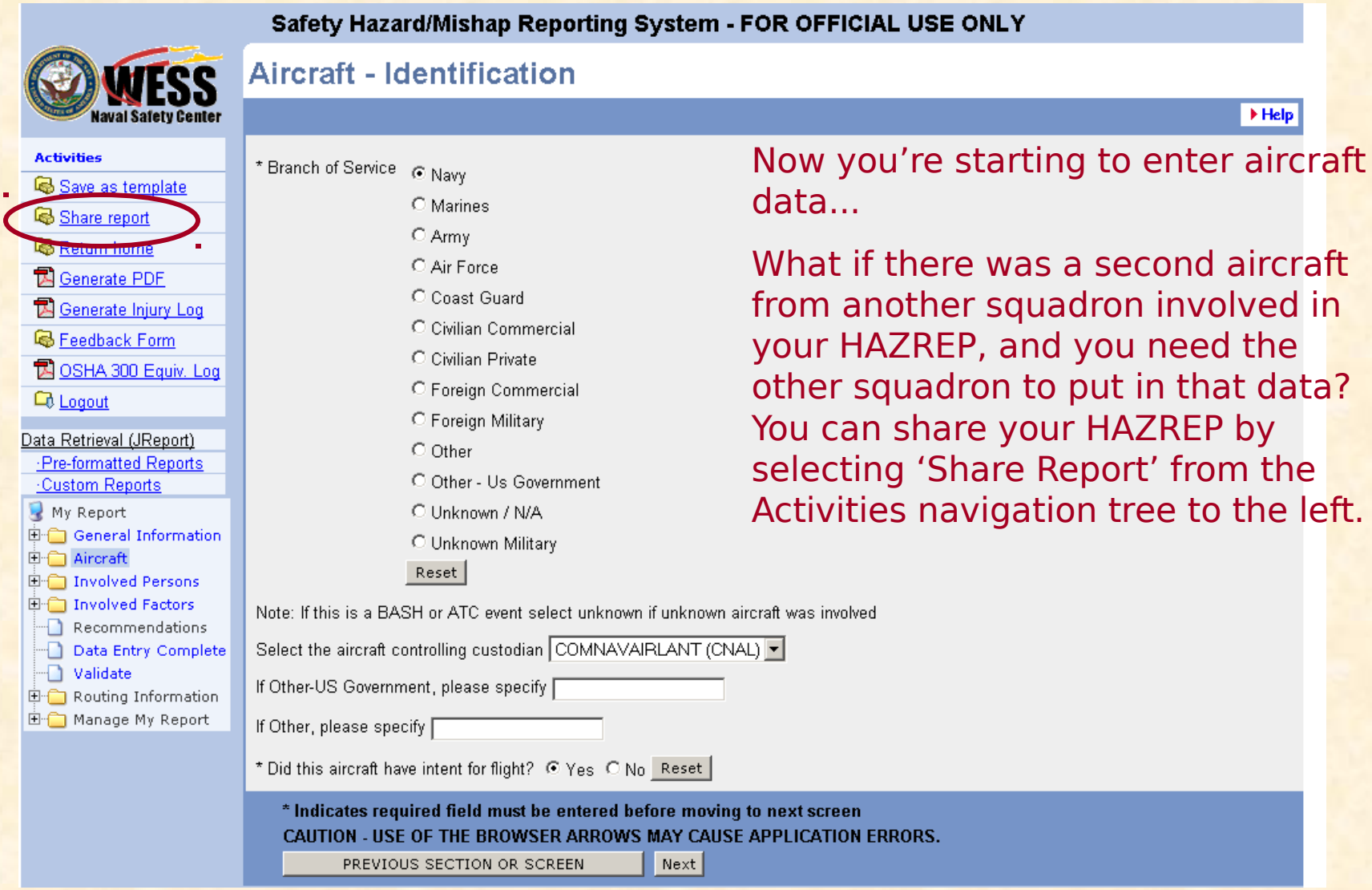
Finding your Airfield



When looking for a Navy/Marine Corps airfield, instead of searching on NAS or MCAS, try searching on the base's name. For example, when looking for NAS Kingsville, keep hitting 'k' to look for Kingsville instead of 'n' for NAS.

For USN/USMC airfields, you'll see them listed twice, e.g. Kingsville and Kingsville NAS, as shown above. Choose the NAS/MCAS version.

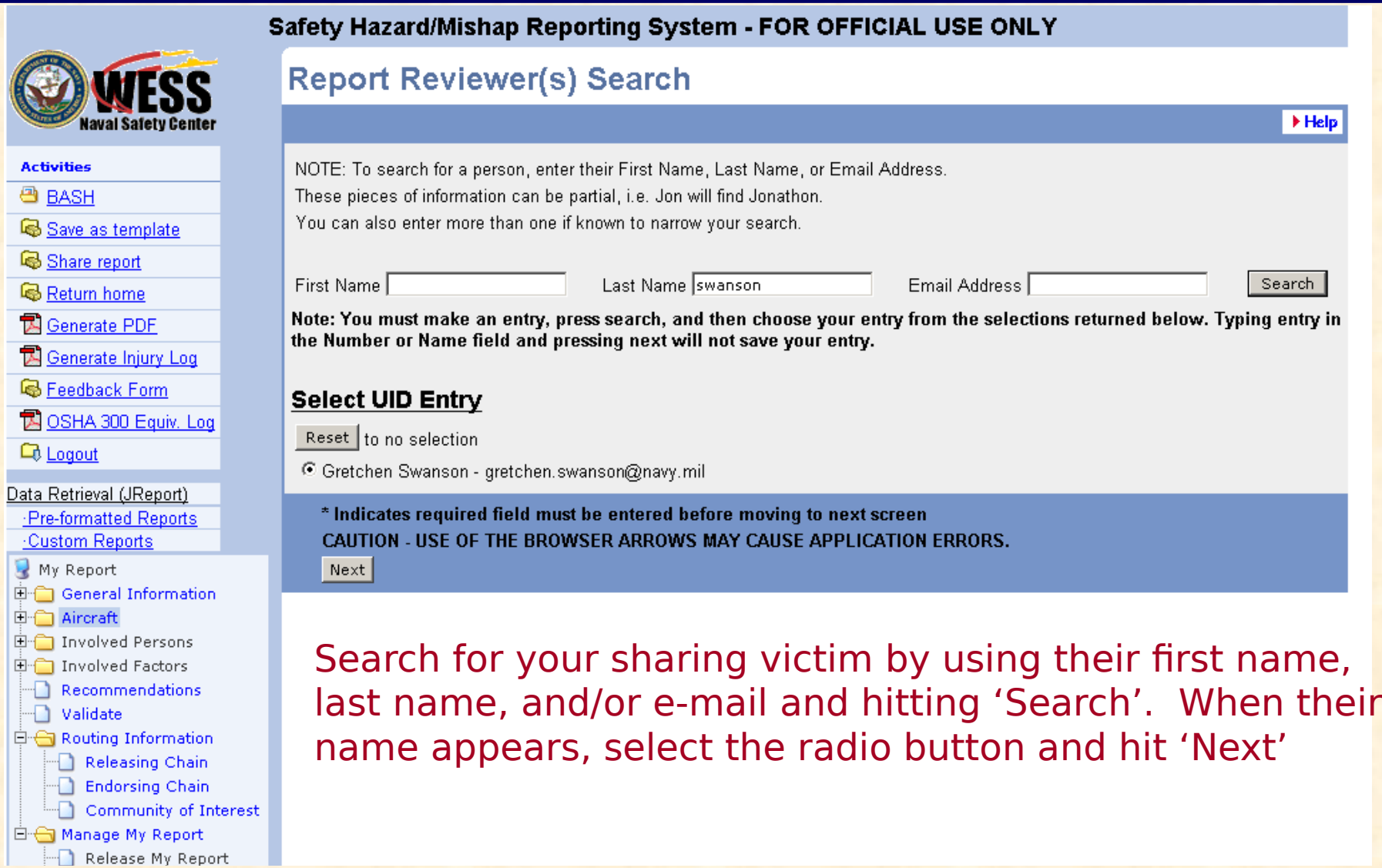
HAZREP sharing



Now you're starting to enter aircraft data…

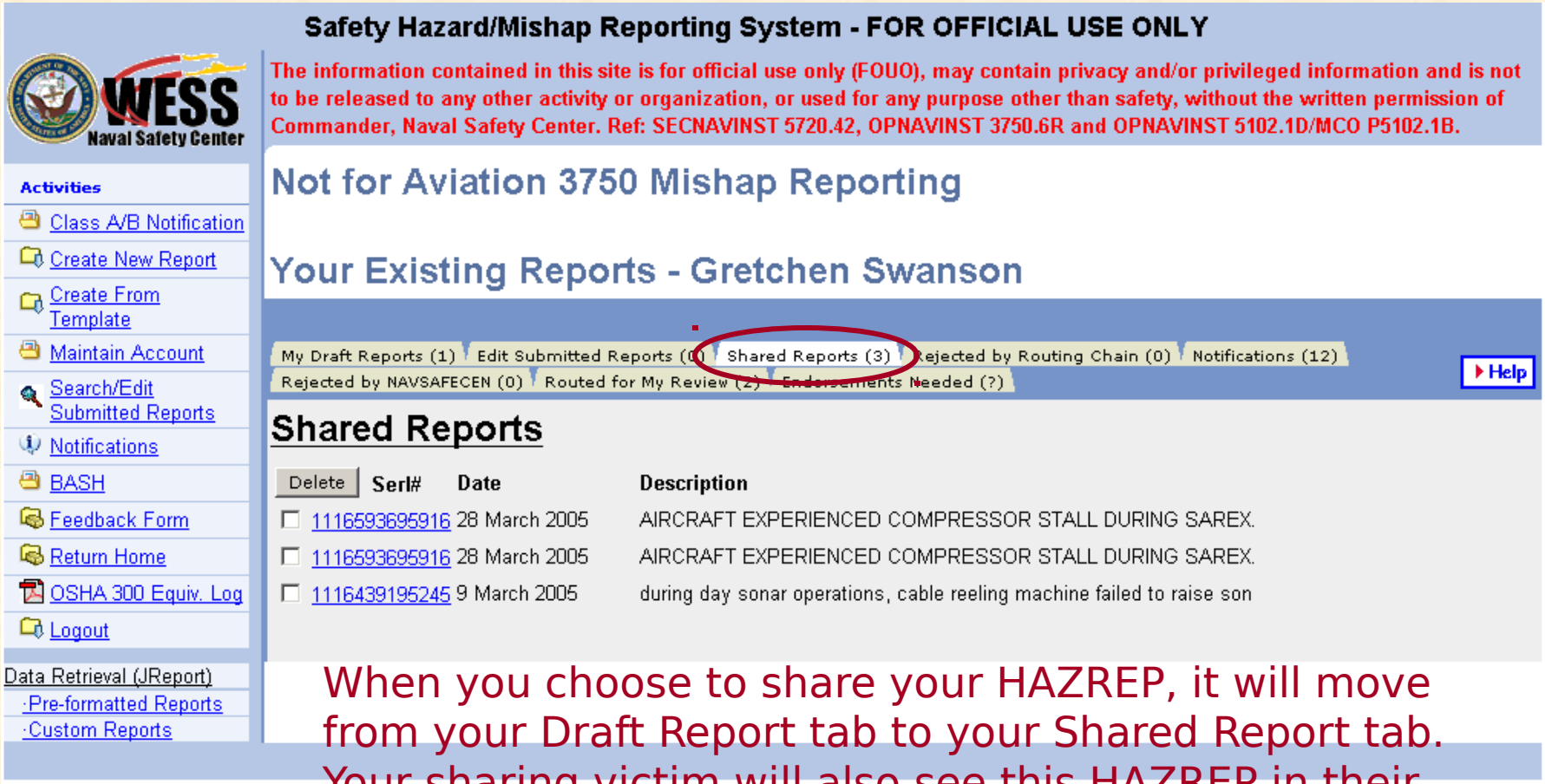
What if there was a second aircraft from another squadron involved in your HAZREP, and you need the other squadron to put in that data? You can share your HAZREP by selecting 'Share Report' from the Activities navigation tree to the left.

Who will you share with?


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Activities
BASH
Save as template
Share report
Return home
Generate PDF
Generate Injury Log
Feedback Form
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
My Report
General Information
Aircraft
Involved Persons
Involved Factors
Recommendations
Validate
Routing Information
Releasing Chain
Endorsing Chain
Community of Interest
Manage My Report
Release My Report
Report Reviewer(s) Search
Help
NOTE: To search for a person, enter their First Name, Last Name, or Email Address.
These pieces of information can be partial, i.e. Jon will find Jonathon.
You can also enter more than one if known to narrow your search.
First Name
Last Name swanson
Email Address
Search
Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.
Select UID Entry
Reset to no selection
Gretchen Swanson - gretchen.swanson@navy.mil
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
Next

Search for your sharing victim by using their first name, last name, and/or e-mail and hitting ‘Search’. When their name appears, select the radio button and hit ‘Next’

My HAZREP moved!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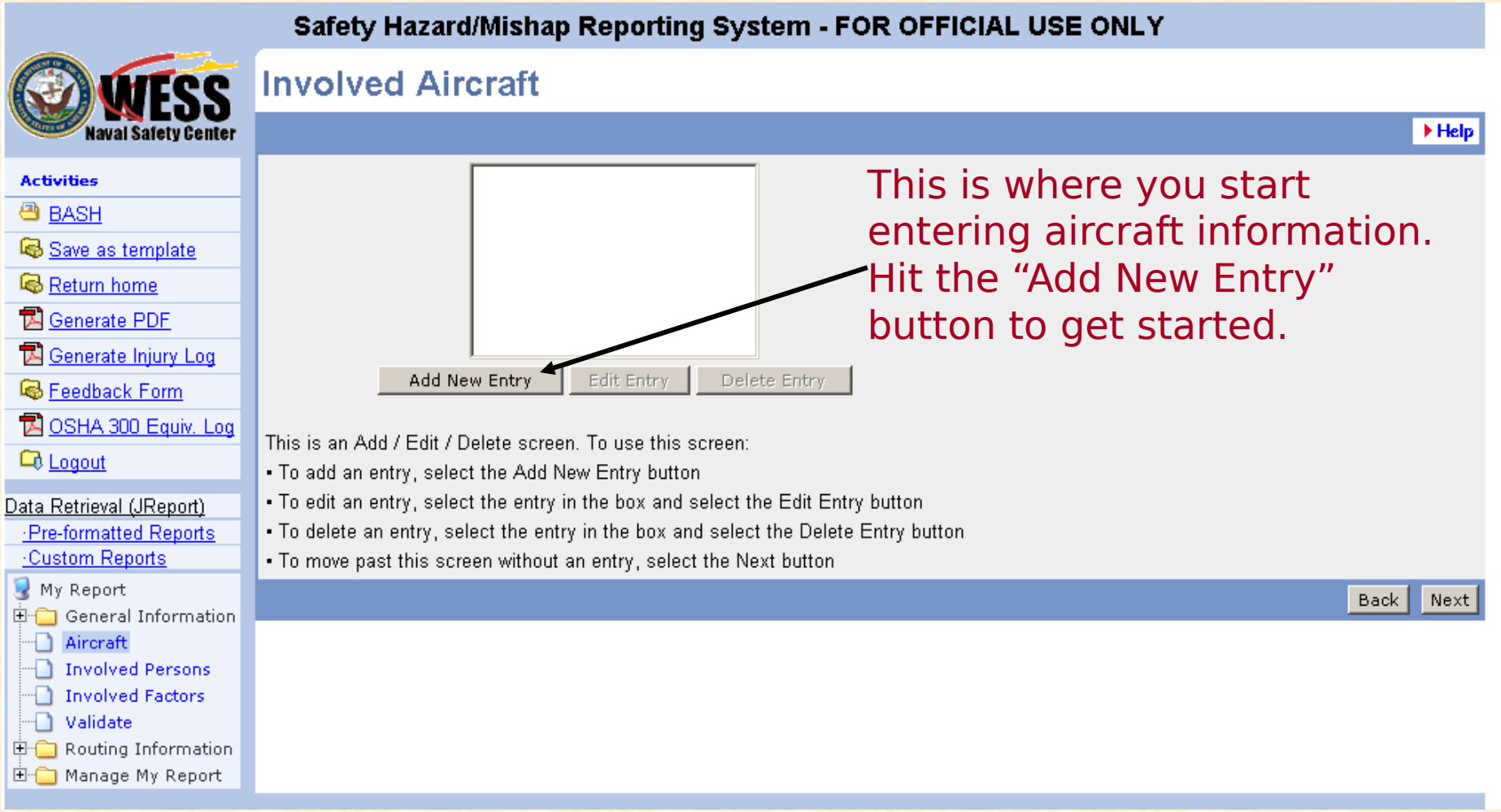
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
BASH
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
Not for Aviation 3750 Mishap Reporting
Your Existing Reports - Gretchen Swanson
My Draft Reports (1)
Edit Submitted Reports (0)
Shared Reports (3)
Rejected by Routing Chain (0)
Notifications (12)
Rejected by NAVSAFECEN (0)
Routed for My Review (2)
Endorsements Needed (?)
Help
Shared Reports
Delete
Serl#
Date
Description
1116593695916 28 March 2005 AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
1116593695916 28 March 2005 AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
1116439195245 9 March 2005 during day sonar operations, cable reeling machine failed to raise son

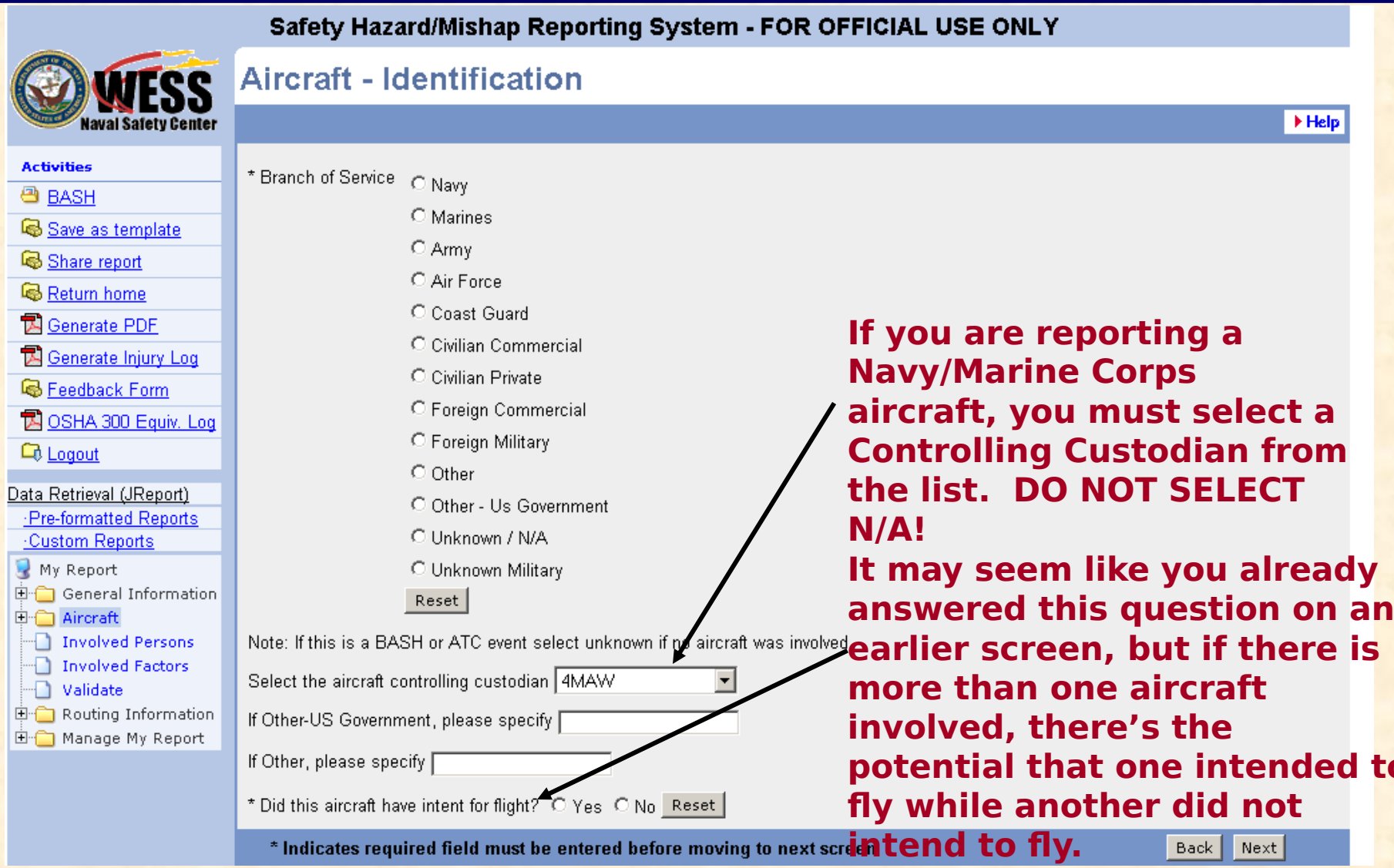
When you choose to share your HAZREP, it will move from your Draft Report tab to your Shared Report tab. Your sharing victim will also see this HAZREP in their Shared Report tab and can now make changes/additions as required.

Entering Aircraft Info



This is where you start entering aircraft information. Hit the “Add New Entry” button to get started.

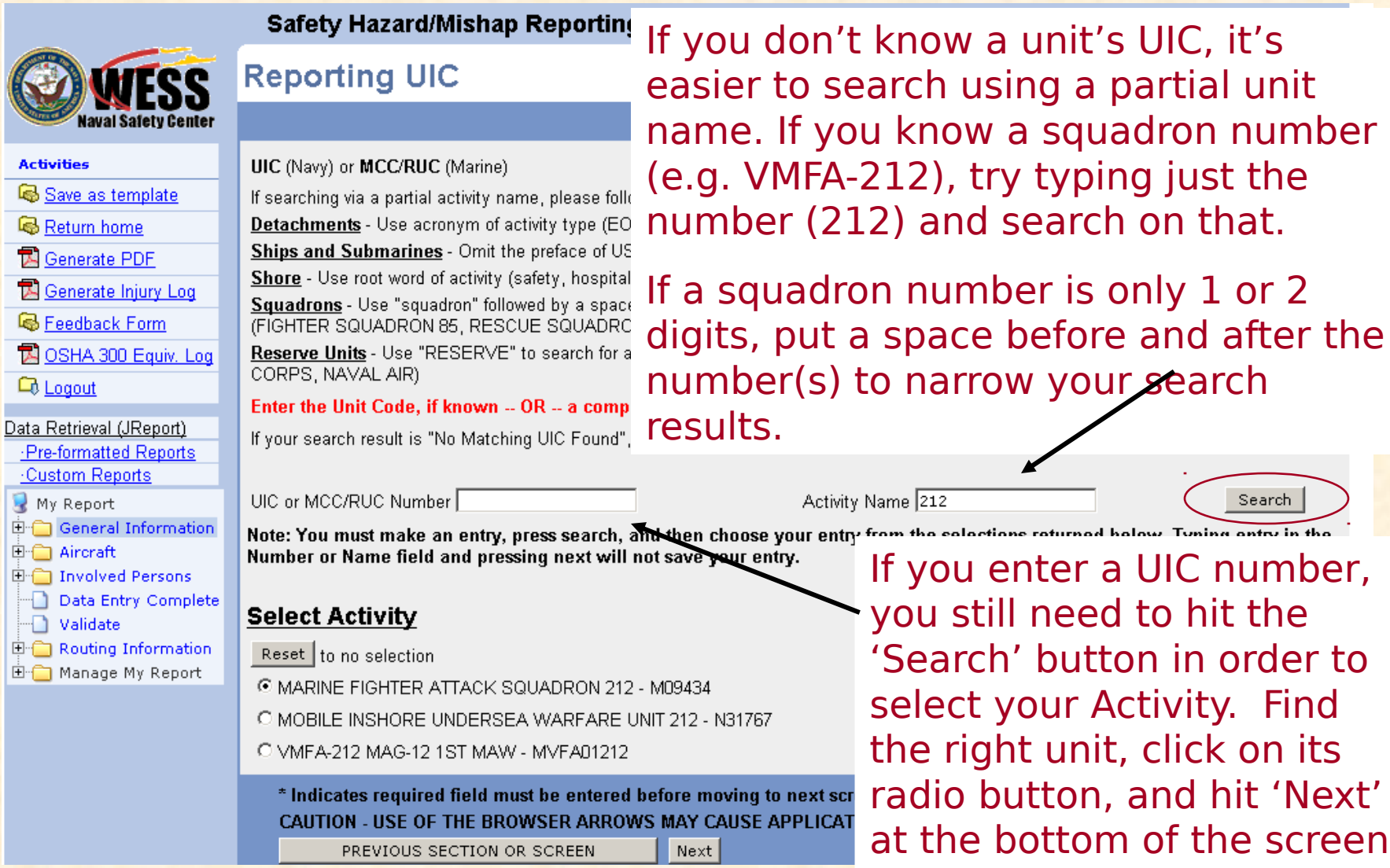
Redundant Question?



If you are reporting a Navy/Marine Corps aircraft, you must select a Controlling Custodian from the list. DO NOT SELECT N/A!

It may seem like you already answered this question on an earlier screen, but if there is more than one aircraft involved, there's the potential that one intended to fly while another did not intend to fly.

Finding an Unknown UIC


Safety Hazard/Mishap Reporting
WESS
Naval Safety Center
Reporting UIC
Activities
Save as template
Return home
Generate PDF
Generate Injury Log
Feedback Form
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
My Report
General Information
Aircraft
Involved Persons
Data Entry Complete
Validate
Routing Information
Manage My Report
UIC (Navy) or MCC/RUC (Marine)
If searching via a partial activity name, please follo
Detachments - Use acronym of activity type (EO
Ships and Submarines - Omit the preface of US
Shore - Use root word of activity (safety, hospital
Squadrons - Use "squadron" followed by a space
(FIGHTER SQUADRON 85, RESCUE SQUADRO
Reserve Units - Use "RESERVE" to search for a
CORPS, NAVAL AIR)
Enter the Unit Code, if known -- OR -- a comp
If your search result is "No Matching UIC Found",
UIC or MCC/RUC Number
Activity Name
212
Search
Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the
Number or Name field and pressing next will not save your entry.
Select Activity
Reset
to no selection
MARINE FIGHTER ATTACK SQUADRON 212 - M09434
MOBILE INSHORE UNDERSEA WARFARE UNIT 212 - N31767
VMFA-212 MAG-12 1ST MAW - MVFA01212
* Indicates required field must be entered before moving to next scr
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICAT
PREVIOUS SECTION OR SCREEN
Next

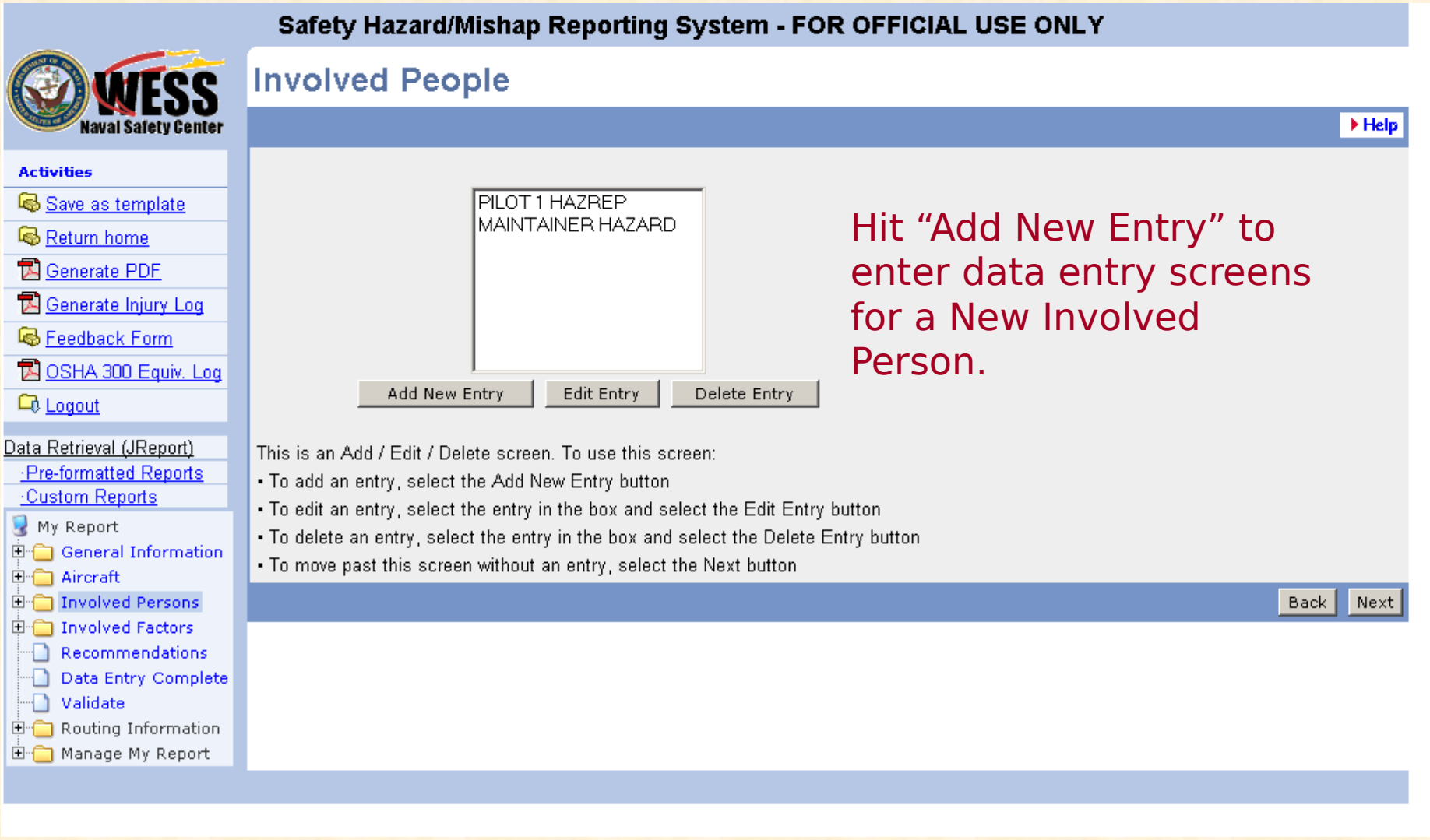
If you don't know a unit's UIC, it's easier to search using a partial unit name. If you know a squadron number (e.g. VMFA-212), try typing just the number (212) and search on that.

If a squadron number is only 1 or 2 digits, put a space before and after the number(s) to narrow your search results.

If you enter a UIC number, you still need to hit the 'Search' button in order to select your Activity. Find the right unit, click on its radio button, and hit 'Next' at the bottom of the screen.

Marines: DO NOT use your RCC/MUC. Use your UIC!

People Data


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Involved People
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Activities
Save as template
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Generate PDF
Generate Injury Log
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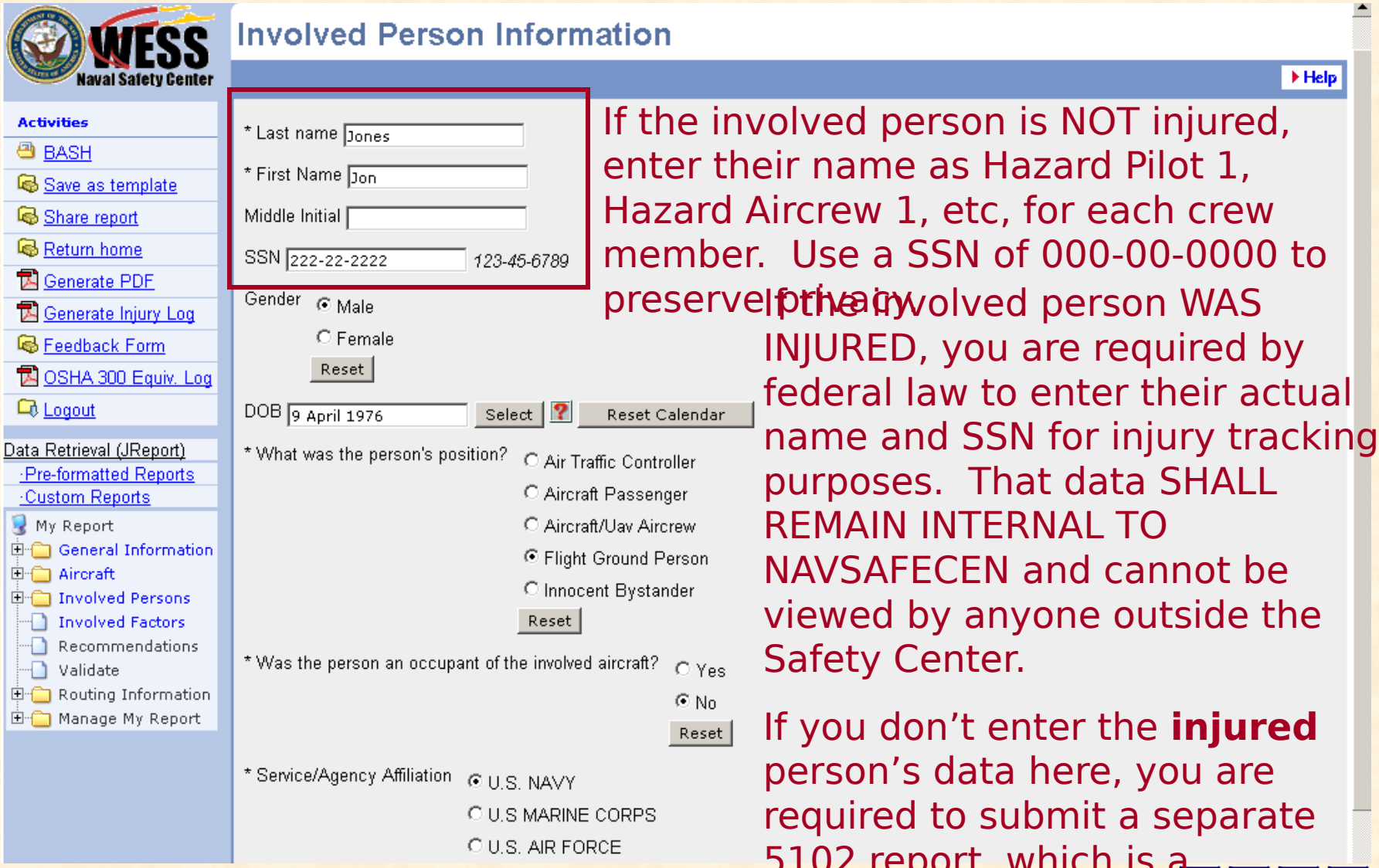
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
My Report
General Information
Aircraft
Involved Persons
Involved Factors
Recommendations
Data Entry Complete
Validate
Routing Information
Manage My Report
PILOT 1 HAZREP
MAINTAINER HAZARD
Add New Entry
Edit Entry
Delete Entry
Hit “Add New Entry” to enter data entry screens for a New Involved Person.
This is an Add / Edit / Delete screen. To use this screen:
▪ To add an entry, select the Add New Entry button
▪ To edit an entry, select the entry in the box and select the Edit Entry button
▪ To delete an entry, select the entry in the box and select the Delete Entry button
▪ To move past this screen without an entry, select the Next button
Back
Next

Names and SSNs

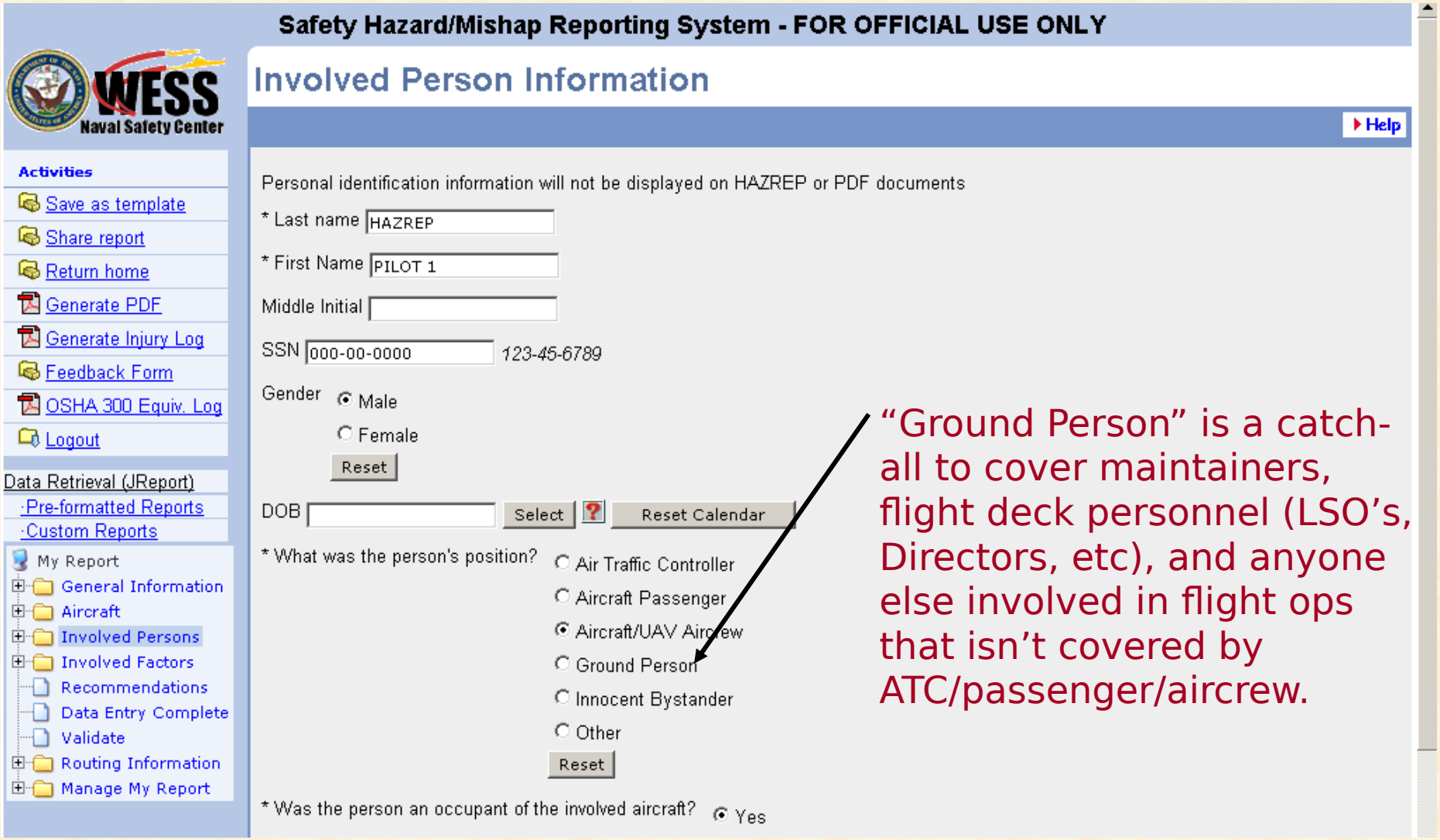


If the involved person is NOT injured, enter their name as Hazard Pilot 1, Hazard Aircrew 1, etc, for each crew member. Use a SSN of 000-00-0000 to preserve privacy.

If the involved person WAS INJURED, you are required by federal law to enter their actual name and SSN for injury tracking purposes. That data SHALL REMAIN INTERNAL TO NAVSAFECEN and cannot be viewed by anyone outside the Safety Center.

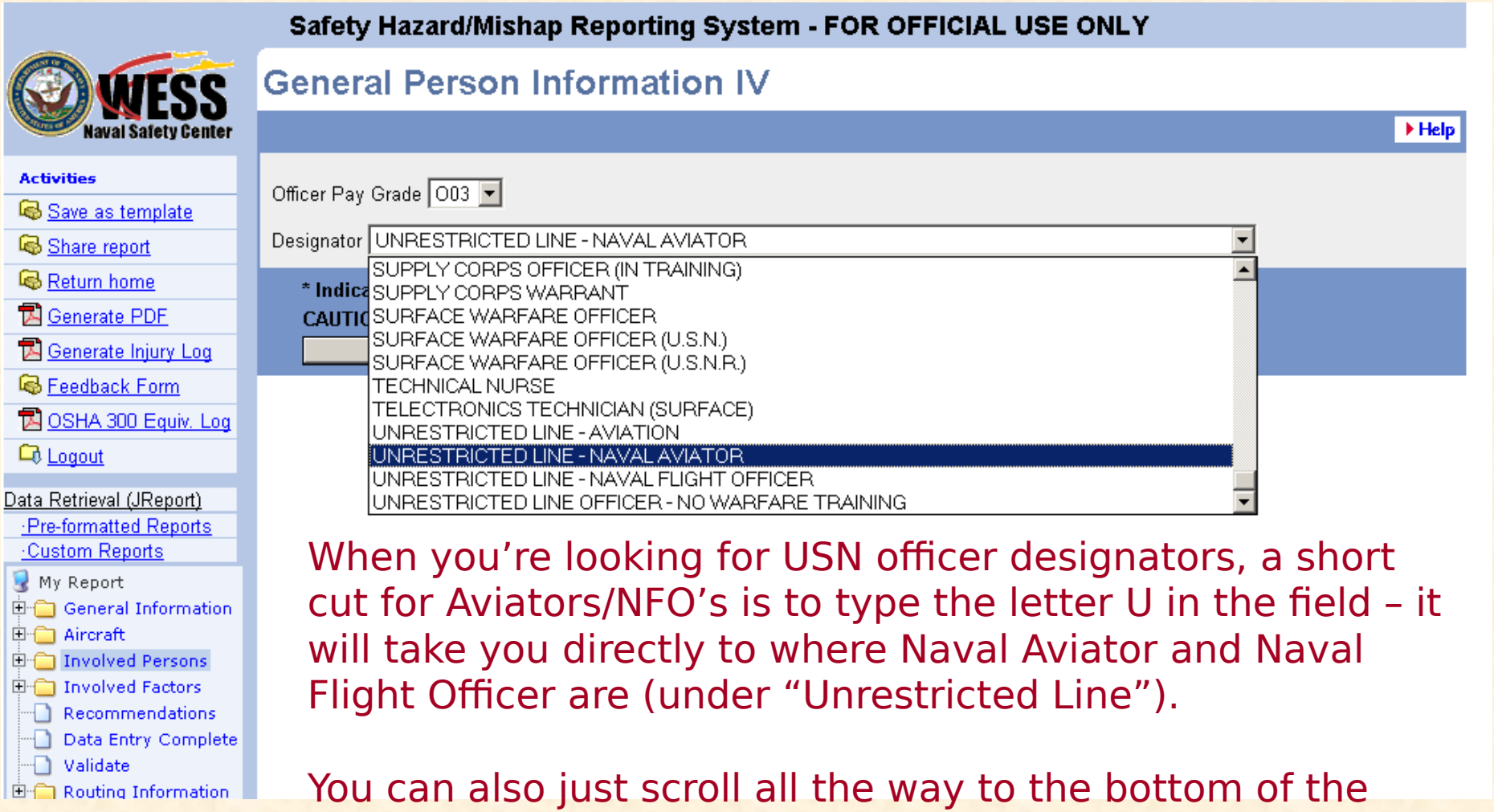
If you don't enter the **injured** person's data here, you are required to submit a separate 5102 report, which is a duplication of your efforts here.

What's a Ground Person?



"Ground Person" is a catch-all to cover maintainers, flight deck personnel (LSO's, Directors, etc), and anyone else involved in flight ops that isn't covered by ATC/passenger/aircrew.

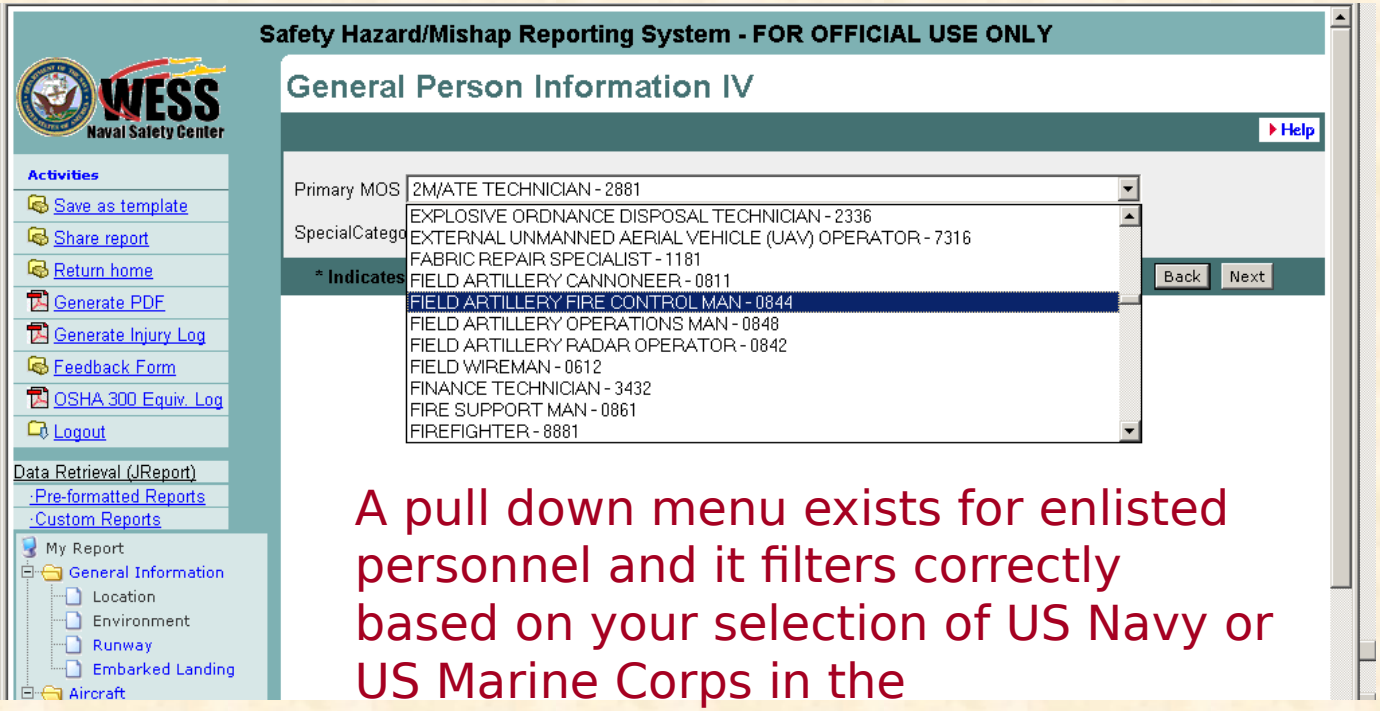
Finding a Designator



When you're looking for USN officer designators, a short cut for Aviators/NFO's is to type the letter U in the field – it will take you directly to where Naval Aviator and Naval Flight Officer are (under "Unrestricted Line").

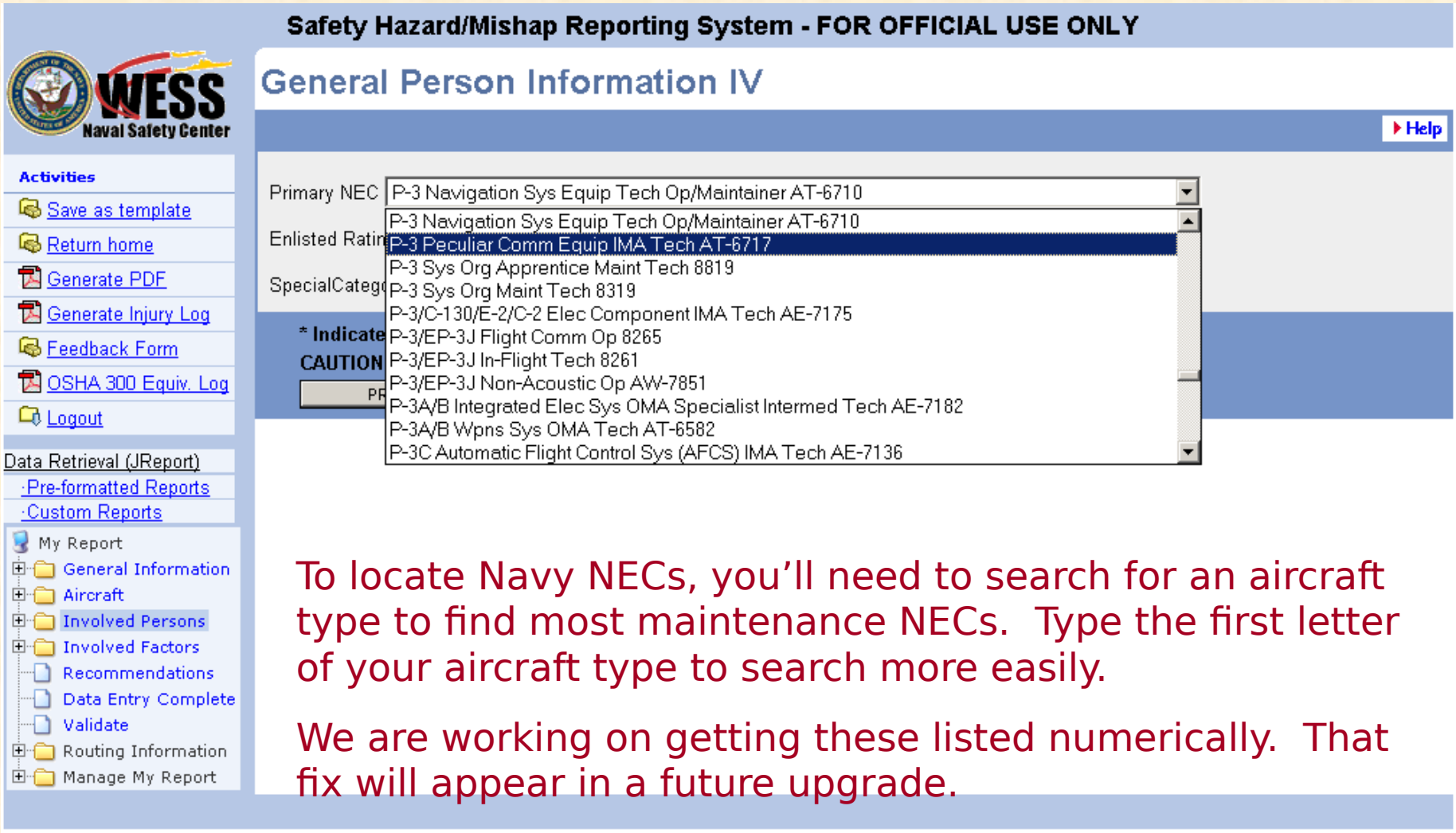
You can also just scroll all the way to the bottom of the Designator list.

Enlisted NEC/MOS menus



A pull down menu exists for enlisted personnel and it filters correctly based on your selection of US Navy or US Marine Corps in the service/agency affiliation on the “Involved Person” Screen. In this case, you see it is filtering on USMC enlisted MOS.

Finding Navy NECs



To locate Navy NECs, you'll need to search for an aircraft type to find most maintenance NECs. Type the first letter of your aircraft type to search more easily.

We are working on getting these listed numerically. That fix will appear in a future upgrade.

Human/Material Factors

This is the end of part 1.

To learn how to enter Human-related causal factors (the Who/Why/Why) and recommendations, go to Part 2.

To learn how to enter Material-related causal factors (Component/Mode/Agent) and recommendations, go to Part 3.

To learn about creating your internal chop chain, and external endorsement chain, go to Part 4.